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**SUBMIT DIRECTLY TO THE OFFICE OF PUBLIC RECORDS IN 232 HART BUILDING**

*Charles D. Smith*  
(Signature of Traveler)

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214 Massachusetts Avenue, NE  
Washington, DC 20002  
(202) 546-4400  
heritage.org

August 7, 2019

Ethan Strickland  
Senator Tim Scott  
104 Hart Senate Office Building  
Washington, DC 20510-4005

Dear Ethan,

On behalf of The Heritage Foundation, I want to formally extend an invitation to The Heritage Foundation's 2019 Emerging Leaders Conference. The event will be held Wednesday, October 9 – Friday, October 11 in the Inner Harbor in Baltimore, MD.

At the Emerging Leaders Conference, attendees will discuss issues confronting the next Congress, develop their leadership skills, and sharpen their knowledge of process, rules and procedure. An educational experience tailored to work on Capitol Hill, this conference also promises an excellent opportunity to grow your network among your colleagues and expand your impact.

All paperwork must be submitted to the Ethics Committee no later than Monday, September 9, 2019. Here is what you need to submit for this year's trip:

1. Register with Heritage at <https://events.heritage.org/Leaders2019>
2. Submit the attached packet to the Ethics Committee
3. Fill out and submit the Employee Pre-Travel Authorization to the Ethics Committee

Emerging Leaders will be held during a recess week for both House and Senate staff. Heritage will provide transportation, overnight accommodations, and meals throughout the retreat.

Please let me know if you have any questions, looking forward to having you with us this year.

Sincerely,

Thomas Binion  
Vice President, Government Relations  
The Heritage Foundation

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